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Date: August 3, 2001

To: Workforce Development Board (WDB) Directors

From: Kevin Huggins, Section Chief
Bureau of Partner Services

Subject: **REVISED WAA GRANT BUDGET PAGE FOR TRACK 2 ONLY**

We have been receiving numerous invoices from WDBs listing the WAA cost categories of Education and Transportation Support separately. However, the WAA Grant budget page from the WDB's WAA CY00-01 Local Plans do not list these cost categories separately.

The DWD RAPIDS/FARS payment system has ledgers set-up for the WAA cost categories including Education and Transportation Support. Since DWD uses the WAA Grant budget page for tracking purposes and approvals of invoices, the WAA cost categories in the WAA Grant budget page must correspond with the RAPIDS/FARS ledgers. If they do not, the WDB's invoice(s) will not be approved.

To resolve this issue, we are asking all the WDBs who have or will be sending invoices with the cost categories of Education and/or Transportation Support to modify/revise their WAA CY00-01 Grant budget page to indicate the budget amount for these two cost categories separately. Formal modifications may be needed on an exception basis. Your Grant budget page will also need to be approved by your Local Program Liaison.

If a WDB is not planning to use the Education or Transportation Support category, the WDB does not have to submit a modified/revise WAA Grant budget page. A copy of the revised WAA Grant budget page is attached. The Financial Status Report (FSR) and Invoice instructions are also attached and posted electronically on the WAA Program website: <http://www.dwd.state.wi.us/waa/>.

To avoid any delays in processing your invoices, please submit your modified/revise WAA Grant budget page to your Local Program Liaison as soon as possible using the attached budget page. A soft copy of the WAA Grant budget page will be e-mailed to your WDA's Fiscal contact for WAA. If you have any fiscal questions or on the process for submitting your WAA Grant budget page, contact Ramon Natera at (608) 267-8861 or e-mail at: NATERR@dwd.state.wi.us.

Attachments

cc: Local WAA Fiscal Contacts, WAA Local Contacts, Local Program Liaisons,
Nancy Buckwalter, Ceri Jenkins, Gordon Bond, Mike O'Brien, Grant File